



Understanding People

## HR C&B Specialist / HR報酬・福利厚生担当

Global IT company, WFH, Hybrid

### Job Information

#### Recruiter

Specialized Group

#### Job ID

1603256

#### Industry

Software

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

Negotiable, based on experience

#### Refreshed

July 21st, 2026 18:01

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### HR Specialist - Compensation & Benefits | Bilingual HRスペシャリスト - 報酬と福利厚生、バイリンガル (4 days WFH)

Our client, a global leader in the IT industry, is seeking a Payroll Specialist for a hybrid role based in Tokyo, offering the flexibility of working from home four days a week. This position provides a unique opportunity to support a broad range of HR functions, with a primary focus on Compensation & Benefits operations, while contributing to Talent Management initiatives.

#### Key Responsibilities:

- Administer employee benefits programs and wellness activities
- Handle monthly payroll processes and support timekeeping
- Respond to employee compensation and benefits queries
- Prepare and submit regular compensation and benefits reports

- Monitor compliance with local labor laws and regulations
- Support salary benchmarking and labor market surveys
- Assist in updating compensation and benefits policies

**Qualifications:**

- Bilingual proficiency in Japanese and English
- 3+ years of experience in HR, preferably in Compensation & Benefits
- Hands-on experience in payroll, timekeeping, and HR operations
- Proficient in HR systems/databases like Workday
- Experience with global or multinational organizations is preferred but not mandatory
- Bachelor's degree in Human Resources, Business Administration, or related field

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**Company Description**